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Development Records

Record Type	Description / Examples	Notes	Due at Archives
Board of Trustees Minutes	Development and Alumni Affairs Committee minutes and attachments		Included with Board of Trustees Records transferred by Executive Vice-President's Office
Capital Campaign Material	Brochures/booklets; Goal/mission statements; Report of Gifts		At publication
College Publications	Ella Nash Society newsletter		At publication
Policy and Procedural Manuals or Documents	Gift Acceptance Policy	Policies related to research to be sent by FCR. Send when there are significant changes or additions. Please make sure date of change or addition is clearly indicated, including year.	At publication
Reports	VSE Report	To be sent as pdf by Development Resources; Archives on mailing list	At publication [usually Sept./Oct.]

Reports	Development Annual Report; Annual Reports of funded grant proposals	To be sent by FCR Office; Archives on mailing list for electronic version of Development Annual Report	Annually
College Publications	Allegheny Planner		Archives will retain pdf version received via email
Grant Proposals and related documentation	Funded research grant proposals, funded capital campaign grant proposals, other non-research grant proposals; Faculty grant proposals for Fulbright, etc.	To be sent by FCR	Annually
Reports	William Bentley Society Report		After one year

Edit this entry.

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